

SECTION V

ADVISORY COMMITTEES

Successful CTE programs are the result of cooperative efforts by business, industry, labor and education. Advisory committees provide the organization and assistance needed for cooperative planning essential for effective CTE programming. There are two major types of advisory committees commonly associated with career and technical education programs. One is the program (occupational) advisory committee, which is used to guide an individual career and technical education program. The second is the regional advisory committee for Career and Technical Education program planning. The Educational Advisory Group (EAG) serves as the regional advisory committee. Both types of advisory committees can provide assistance in the development, promotion, operation, evaluation and maintenance of CTE programs and should be used for these services.

Program Advisory Committees

All state-approved CTE programs are required to make use of an occupational advisory committee. A program advisory committee should be composed primarily of representatives from business and industry knowledgeable in the specialized occupational area of the specific CTE program it will serve. These committees should provide the input and assistance necessary to implement effective programs. Occupational program advisory committees provide recommendations and input to the local CTE instructional staff and administration.

Although advisory committee recommendations will not always be adopted due to legal, financial, physical or priority limitations, all committee recommendations should be recorded and given due consideration. Advisory committees can be established to serve one educational agency or structured to serve programs in more than one agency, the entire region and the community colleges. Shared use of advisory committees provides the opportunity for coordinated delivery system planning and program articulation. Local conditions will dictate the most effective and efficient structure to establish.

Role and Function

1. Promote and assist in maintaining quality programs.
2. Provide a communication link between local CTE and the business community.
3. Review curriculum.
4. Assist in identifying work-based learning experiences and placement opportunities.
5. Short and Long-term program planning.
6. Provide input on equipment needs.
7. Assist in competency assessment.
8. Provide input during program reviews.
9. Serve as a resource for speakers, field trips, etc.
10. Promote career and technical education.

Organization of Advisory Committee

To provide continuity of membership, advisory committee members should be appointed to serve staggered terms. There should be no less than 6 members, in addition to the instructor, an administrator and a counseling or placement representative. A parent and/or student should serve on the committee. The committee should have broad representation from the career area with a majority of members from business and industry. An industry member shall serve as Chairperson. A minimum of two formal meetings must be conducted during the school calendar year with meeting minutes kept on file.

Education Advisory Group

The EAG was initially formulated by the Career Preparation legislation. As stipulated, the EAG is appointed by the Workforce Development Board (WDB) and should work with the WDB in formulating the regional career preparation plan. Additionally, the EAG is responsible for reviewing and approving federally funded Carl Perkins and Tech Prep plans for the region and for developing education and training plans to implement the strategic goals and objectives for the region. For further information regarding EAG structure, please check our web site at www.michigan.gov/mdcd and search: Education Advisory Groups.